COLCHESTER BOARD OF EDUCATION
Colchester, CT

BUDGET COMMITTEE

Thursday, November 5, 2020
BOE Budget Committee Meeting 9:00AM
Virtual Meeting via Zoom

MINUTES

COMMITTEE MEMBERS PRESENT: Jessica Morozowich, Joanne Rose, Mitch Koziol (9:05AM)
ADMINISTRATION PRESENT: Superintendent Jeffrey Burt, CFO Maggie Cosgrove, Director of Educational Operations Mario Hurtado, Human Resources Director Shannon Ramsby
OTHERS PRESENT: BOE Chair Mary Tomasi, BOE Member Suesen Hickey, BOE Member Chris McGlynn, Executive Assistant to the Superintendent Amy Trinnaman

1. CALL TO ORDER

1.1 Call to Order

Chair Morozowich called the meeting to order at 9:03 AM

2. ADDITIONS/CHANGES TO THE AGENDA

None.

3. PUBLIC COMMENT

3.1 Public Comment

None.

4. *APPROVAL OF MINUTES

4.1 Approval of October 8, 2020 Minutes

Motion by: J. Rose
To approve the minutes of the October 8, 2020 Budget Committee meeting.
Second by: J. Morozowich
Vote: Unanimous
Roll call: J. Rose, J. Morozowich

Mitch Koziol joined the meeting at 9:05AM.

5. *PRIORITY DISCUSSION/ACTION ITEMS

5.1 Budget Committee 2021 Meeting Dates

Motion by: J. Rose
To approve the Budget Committee 2021 Meeting Dates as amended: Add June 17, 2021 date.
Second by: M. Koziol

Vote: Unanimous
Roll call: J. Rose, J. Morozowich, M. Koziol

6. BUDGET REPORTS

6.1 Monthly Budget Reports

CFO Cosgrove presented the budget report ending October 31, 2020. No significant changes from last month. It was noted that Workers Compensation insurance accounts are over budget due to actual premium cost increases being higher than anticipated. The impact of the heating season (oil, electricity) remains to be seen. Due to the staffing shortfalls in both Finance and SPED, we have not yet recorded encumbrances for the SPED out of District placement tuition and transportation costs. Both offices will be back to full staff soon, and we will work to get caught up on these transactions.

6.2 Cafeteria Fund

CFO Cosgrove presented the Cafeteria report through September 2020 and is awaiting further projections on the revenue side. Revenue is mainly due to the reimbursement from the Federal government as we are providing meals for free for all students. Food sales are mostly from parents funding accounts for future purchases, instead of actual meals purchased to date. On the expense side, payroll expenses are steady, which has contributed to an overall deficit as the Federal reimbursement is not sufficient to cover these costs.

Discussion ensued on addressing the long-term status of the Cafeteria Fund at an upcoming BOE meeting.

6.3 Health Insurance Reserve

CFO presented the Health Insurance Reserve, which is reported as stable.

6.4 Use of Schools

CFO Cosgrove presented the Use of Schools report through September 30, 2020. While no revenue was generated from outside groups, there is a small amount of custodial overtime for SAT testing and PTO meetings.

6.5 Capital Reserve

This quarterly report as of September 30, 2020 shows the majority of activity has been for restoration of Bacon Academy gym bleachers and the school security improvements that were not funded by the State grant. The Budget Committee requested the CFO to research the original funding source for the BA/WJJMS Facility Study, and OCR Compliance so that the unexpended balances can be reallocated to School Building Maintenance.

6.6 Special Education Excess Cost Report (Not at this time)

The Special Education Excess Costs report will be presented to the committee next month.

6.7 Budget Transfers Under $5,000 (None at this Time)

7. OLD BUSINESS

None.

8. *NEW BUSINESS

8.1 Pay to Play

Rebates in the Pay to Play program were discussed. The status of upcoming sports seasons is unknown, and some Fall sports may have a Spring season, but generalized rebates will be given to families for reduction in games due to the pandemic.

8.2 2021-22 Budget Discussion

Principals and Department Heads have provided initial, large budget items to the Superintendent. Reductions last year included capital expenditures, curriculum implementation, bus contract credit, custodial supplies, IT capital reserve and IT plan, and instructional supplies. To bring those back for 2021-2022, the current budget would require an increase of approximately 1.5%.

8.3 Budget Transfers Over $5,000 (None at this time)

9. PUBLIC COMMENT ON NEW ISSUES RAISED OR SUBJECTS DEVELOPED

9.1 Public Comment

None.

10. ADJOURN

The meeting adjourned at 10:16AM.